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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **RANGE MASTER**

DEFINITION

Under general supervision, to coordinate, organize, direct, and supervise the operations and use of the Police Department small weapons firing range; to maintain and care for firearms and firing range equipment and supplies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Assistant Range Master class in that this class exercises lead direction over the Assistant Range Master class, and has responsibility for the coordination, organization, direction, and supervision of the operations and use of the small weapons firing range.

REPORTS TO: Police Sergeant, or higher level management, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises lead direction over the Assistant Range Master, light-duty officers, other officers, and volunteers assisting with range qualifications and range duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, schedules, and conducts firearms training activities; ensures the overall safety and efficient operation of indoor and outdoor firing ranges; coordinates indoor and outdoor range schedules; assists with joint agency operations at designated outdoor ranges.
- Enforces firing range safety rules and regulations; maintains an emergency plan for treatment of injuries at all range sites.
- Maintains indoor range and range equipment and supplies; coordinates cleaning and repair of firing range equipment.
- Programs computerized targeting system and assigns users to targets; assists in sighting of firearms and the maintaining of proper firing positions.
- Demonstrates and instructs in the use of a variety of firearms, non-lethal, and chemical weapons, their operation, safety, and tactics; develops and introduces new training techniques; conducts remedial shooting classes.
- Administers written and shooting proficiency tests to applicants for permits to carry concealed weapons.
- Maintains complete records on individual shooters for proficiency; provides reports on shooting scores and range activities.
- Inspects, maintains, and repairs firearms including pistols, rifles, and shotguns; assists officers with information and minor problems regarding weapons.
- Maintains complete inventory of weapons and ammunition; maintains individual records on each weapon including date of acquisition, officer assigned, and inspections.

- Acquires, stores, and issues ammunition; maintains inventory of ammunition and supplies required by different weapon systems.
- Coordinates the safe handling and removal of hazardous materials and residue including lead and filters.
- Prepares written reports for court and serves as a witness in criminal cases as required; prepares written reports on inspection of all weapons used on officer involved shootings.
- Advises Police Department staff on weapon-related matters.
- Assists in budget preparation; evaluates equipment available to the department; prepares purchase order requests; maintains a vendors list for products as required to ensure operational needs.
- Maintains a range vehicle with all necessary equipment and supplies for use at remote outdoor ranges.

QUALIFICATIONS

Knowledge of:

- Operation of outdoor and computerized indoor firing ranges.
- Proper and safe handling of a variety of firearms, particularly those related to law enforcement and crime prevention work.
- Use, maintenance, and storing of explosives and related equipment.
- State and Federal codes and regulations regarding weapons.
- Firearm tactics including sighting and marksmanship techniques.
- Firearms maintenance and repair.
- Principles of training.
- Record keeping methods, English usage, and report preparation.

Ability to:

- Direct and supervise the safe operation of a firing range.
- Instruct in all aspects of proper firearm care, handling, use, safety, and marksmanship.
- Perform a variety of firing range and firearms maintenance and repair work including ammunition reloading, firearm maintenance and inspection, and firing range equipment repair.
- Exercise independent judgment and work with a minimum of supervision.
- Ensure the safe handling and discharge of firearms.
- Understand and carry out oral and written instructions.
- Read and understand State and Federal Codes, departmental policies, instructions, and police literature.
- Communicate effectively orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with those contacted in the course of work.
- Computer skills and knowledge related to the use of the most commonly used word processing, database

and organizing software.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of experience in the operation and supervision of a small arms firing range.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain within six months of employment, Certificate(s) of Completion from gun-smithing or armorer school(s) sponsored by Smith and Wesson, Ruger, or equivalent school(s) as determined by the arms currently in use by the department.

Possession of, or ability to obtain within six months of employment, a permit to carry concealed weapons.

Possession of a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Range Master

TO: